

CHILD SUPPORT SERVICES

POLICY DESCRIPTION FORM

Department/Group: DCSS/HSS Budget Code: AAA DCSTitle: Restore Vacant Budgeted Staff Analyst II (Position # 16016)PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ _____ MonthsITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

The Department of Child Support Services has two key administrative positions, the Administrative Supervisor I and the Staff Analyst II, that are critical to the functioning of the department. However, given the current budget crisis, the determination has been made to fill only one of these two positions.

Currently, the Staff Analyst II is temporarily assigned to the Administrative Supervisor I position, pending recruitment. The department, working in conjunction with Human Resources, believes that it is in the best interest of the department to keep available the Staff Analyst II position, # 16016, until such time as recruitment for the Administrative Supervisor I position is complete.

Recruitment for the Administrative Supervisor I is anticipated to take place in May 2003. This position is 100% federally and state funded. There is no local cost.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 73,524	\$ 73,524

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
1.0	Staff Analyst II	

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS	
Item	Amount

Reimbursements (specify) _____

Total: \$ 73,524 \$ 73,524

REVENUE (specify source)

State and Federal	73,524	73,524

Total: \$ 73,524 \$ 73,524

LOCAL COST \$ 0 \$ 0